

Washington State Department of Personnel

Key Facts Regarding Appeals and Director's Reviews Effective July 1, 2006

Up- to-date information and forms related to appeals, including the publication *An Informal Guide to Your Rights and Responsibilities When Filing an Appeal*, can be found on the Department of Personnel's web site at www.dop.wa.gov/appeals. In addition, a thorough listing of Personnel Resources Board processes and procedures can be found in Chapter 357-52 of the Washington Administrative Code (WAC).

Requests for Director's Review

A Director's Review is the process for reviewing certain actions taken by an employer. In most case, general service state employees initiate Director's Reviews. However, in some cases job applicants or candidates may initiate a Director's Review.

Effective July 1, 2006, requests for Director's Reviews must be filed at the Department of Personnel:

- 2828 Capitol Blvd., Olympia, WA 98504

For more information regarding the Director's Review Program please visit the DOP web site or contact:

- Karen Wilcox at 360-664-2574, KarenW@dop.wa.gov
- Teresa Parsons at 360-664-0373, TeresaP@dop.wa.gov

Rules and procedures for Director's Reviews can be found in Chapter 357-49 (<http://www.dop.wa.gov/Rules/357-49.htm>) of the Washington Administrative Code (WAC).

Personnel Resources Board Appeals

The three-member Board is part-time. Its members are appointed by the Governor and confirmed by the Senate. Current Board members are:

- Laura Anderson (Chair)
- Marsha Tadano Long (Vice Chair)
- Larry Goodman (Member)

For more information regarding Personnel Resources Board Appeals please visit the DOP web site or contact:

- Marlys Mitchell at 360-664-0301, MarlysM@dop.wa.gov
- Holly Platz at 360-664-0373, HollyP@dop.wa.gov

New General Telephone Number

For general information about either the Director's Review Program or Personnel Resources Board Appeals, please call 360-586-1481.